

November 17, 2003

Purchasing Director
Denver, CO

Re: Pre-approval request

Dear,

You have requested pre-approval to contract for **the Organization for Sudden Appearance Center Support -RFP # XO-PSFF4451**. The services include a single statewide entity that will serve as the organization for family centers. Support is comprised of the application process and distribution of awards to these centers, and ongoing technical assistance and coordination of the statewide network. Your agency has represented that by contracting for these services, the performance of this contract will not cause the separation or displacement of present classified staff. In accepting this pre-approval, your agency certifies that all personal services contracts will include **mandatory independent contractor language**.

Your request for pre-approval is granted on the basis of facts provided in the documentation submitted with your review request and pursuant to the provisions of C.R.S. Section 24-50-504 (3). This pre-approval is valid through **December 31, 2005** provided the final contract complies with the original terms of the solicitation.

After the agreement(s) are prepared with the provider of these services for this year, **include a copy of this letter** with the agreement when routed to other statewide contract approvers (Division of Purchasing/Attorney General's Office/State Controller's Office). Also insert the notation, **"Pre-approved by DPA (the Department of Personnel & Administration)"**, in the appropriate space on the CLI2 screen print document. The processing of your agreement may be delayed or rejected if it is submitted **without** this pre-approval letter and the CLIN notation.

Best regards,

Joi E. Simpson
Program Coordinator
Personal Services Contracts Specialist